

## Medication Administration in School Information

Dear Parents and Guardians,

February 2019

GBCS is committed to providing for the health, safety and well-being of all students. Students come to the Health Office requesting medication products for headache, stomach ache, cough, runny nose, dry/scratchy eyes, etc. Prescription and over-the-counter (OTC) medication can only be administered when:

- 1) A written order has been provided by the student's licensed **PHP** (Primary Healthcare Provider – physician, advanced practice nurse, etc.),  
**AND**
- 2) Written permission is provided by the parent / guardian.

Verbal or written requests by parents / guardians to administer medications without a written order from the PHP cannot be honored.

An order for medication administration in school remains in effect for the entire school year, unless otherwise specified by the PHP. The written medication order must be renewed each school year.

**All medication is provided to the school by the parent / guardian.** All medications must be in the original container. Prescription medications require an attached label from the pharmacy. OTC medications do not require a pharmacy label, and should be clearly marked with the student name and birthdate. All medications are administered according to the written order from the PHP.

An adult must deliver medication to the school nurse. Students may not transport medications. Review and verification by the school nurse will be done. Certain “controlled medications”, such as those used for ADHD, must be counted and recorded when delivered to the Health Office. Please call the Health Office to arrange a time.

Students with asthma or reactive airway disease (RAD) are required to have a current Asthma Treatment Plan on file in the Health Office. Both sides of the form must be completed. A Medication Administration in School Permission Form is also required for each individual medication prescribed. These forms are completed by the PHP and the parent / guardian. Please call the School Nurse if you have questions.

Students with allergies to food, medicine or environmental elements requiring administration of antihistamine (such as Benadryl) and / or epinephrine from an auto-injector device must have a current Food Allergy & Anaphylaxis Emergency Care Plan on file in the Health Office. Both sides of the form must be completed. A Medication Administration in School Permission Form is also required for each individual medication prescribed. These forms are completed by the PHP and the parent / guardian. Please call the School Nurse if you have questions.

Depending on the age and maturity of the student, the PHP AND the parent / guardian may authorize and permit **self-administration** of asthma inhalers or epinephrine auto-injector devices. The authorization is indicated in the appropriate areas on the Asthma Treatment Plan or the Food Allergy & Anaphylaxis Emergency Care Plan. A Self-Administration of Medication in School Permission Form, completed by the PHP, parent / guardian and student is also required. The School Nurse will review all forms, discuss the responsibilities of self-administration and witness a demonstration by the student in order to authorize self-administration of medication in school. Note: Self-administration authorization may be denied / withdrawn by the School Nurse if appropriate.

When necessary, parents / guardians may bring medications to the school, personally administer the medications to their child, and take the medications with them when they leave the school.

Medication administration forms are available from the GBCS WEB site – Nurse’s Corner:

- Asthma Treatment Plan - English
- Asthma Treatment Plan - Spanish
- Food Allergy & Anaphylaxis Emergency Care Plan – English
- Food Allergy & Anaphylaxis Emergency Care Plan – Spanish
- Medication Administration in School Permission Form – English
- A Self-Administration of Medication in School Permission Form - English

Please make copies of all completed forms for your retention.

These requirements are in accordance with the State Guidelines for Administration of Medication in School. GBCS is committed to the health, safety and well-being of all students. We appreciate your cooperation, and look forward to helping your child have a positive education at GBCS.

Sincerely,

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GBCS School Nurse